

Staff Diversity in Washington State Chemical Dependency Treatment Facilities: Results from 2003 and Previous Surveys

Staffing Pattern Trends by Race/Ethnicity, Gender, Disability Status,
and Multilingual Ability Over a 12-Year Period

Prepared for

Kenneth D. Stark, Director
Division of Alcohol and Substance Abuse
Washington State Department of Social and Health Services
Olympia, Washington

Prepared by

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September 2004

Additional copies of this report may be obtained
from the Division of Alcohol and Substance Abuse (DASA)
website at <http://www1.dshs.wa.gov/dasa/>
or through the Washington State Alcohol/Drug Clearinghouse
by calling 1-800-662-9111 or 206-725-9696 (within Seattle or outside
Washington State), by e-mailing clearinghouse@adhl.org, or
by writing to 6535 Fifth Place South, Seattle, Washington 98108-0243.

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Executive Summary

The Division of Alcohol and Substance Abuse (DASA) has commissioned a survey every three years since 1991 to monitor changes in the staffing patterns of certified chemical dependency treatment facilities in Washington State. For each year, directors of treatment programs completed the staffing patterns survey (see a copy on page 51). The survey response rate has remained over 90 percent except for one year when it was 85 percent. This report combines the results of the latest survey conducted in 2003 with those of surveys from 1991, 1994, 1997, and 2000. It presents changes in the staffing patterns of contract and non-contract treatment facilities with respect to race/ethnicity, gender, disability status, and multilingual ability.* The report uses one full-time equivalent (FTE) as the unit of analysis, rather than persons, in order to adjust for the fact that not every staff was employed full-time.**

Overall Findings

All Full-Time Equivalent Staff (FTEs)

- While the proportion of White FTEs in contract facilities appeared to continue to decline from 82.8 percent in 1991 to 75.9 percent in 2003, the proportion of minority FTEs in contract facilities all appeared to show gains with most consistent increases noticeable in Native Americans from 4.4 percent to 6.9 percent.
- In contract facilities, the proportion of female FTEs appeared to reach a relatively stable level at 67 percent in 2000 and 2003 after gradually rising from a level of about 63 percent in 1991.
- Between 2000 and 2003, the proportion of all FTEs with multilingual ability in contract facilities stayed at about 10 percent, while that of all FTEs with multilingual ability in non-contract facilities increased from 8.2 percent to 11.8 percent.
- In 2003, Spanish was the most common language, other than English, spoken by multilingual staff in contract facilities, 52.1 percent.

*Contract facilities receive state or federal funds through a contract with DASA or through a county sub-contract; non-contract facilities do not.

**The full-time equivalency (FTE) rate was calculated as the reported average number of hours an employee worked per week multiplied by 52 weeks and divided by 2088 hours, the number of average available hours in a year according to the Washington State Office of Financial Management (www.ofm.wa.gov/policy/25.10.htm). Following the procedure used in the previous surveys, the data were weighted on the FTE rate since the average number of hours an employee worked per week varied across positions.

Counselors

- Between 2000 and 2003, the proportion of minority counselors in contract facilities all showed some gains, except for Native American counselors where the level dropped slightly from 8.6 percent to 7.3 percent.
- Between 2000 and 2003, the proportion of counselors with a disability in contract facilities dropped from 44.5 percent to 40.8 percent, and that of counselors with a disability in non-contract facilities dropped from 48.8 percent to 45.1 percent.*

Administrators

- Between 2000 and 2003, the proportion of female administrators in contract facilities dropped from 56.2 percent to 46.8 percent, while that of female administrators in non-contract facilities rose from 45.8 percent to 49.3 percent.

*The survey defined disability as any physical, mental, or sensory impairment. The impairment must have been permanent, meaning that it is seldom fully corrected by medical replacement, therapy, or surgery. The survey considered staff undergoing recovery from chemical dependency as having a disability.

Introduction

Purpose of the Report

Every three years since 1991, the Division of Alcohol and Substance Abuse (DASA) has commissioned a statewide survey to monitor changes in the staffing patterns of certified chemical dependency treatment facilities in Washington State. DASA believes that the survey can help identify disparities in the representation of particular groups on the basis of race/ethnicity, gender, disability, and language. Aside from presenting the trends that have emerged over a period of 12 years, this report also shows the most recent changes in staffing patterns as gleaned from the latest survey conducted in 2003.

Methodology

DASA administered the staffing patterns survey in 1991, 1994, 1997, 2000, and, most recently, in 2003. In each of these years, the survey was mailed to directors of all certified chemical dependency treatment facilities in Washington State (see a copy on page 51). Directors were asked to provide the following information about the person currently holding each position in their facility: average number of hours worked per week, certification status i.e., whether or not the person is a chemical dependency professional (CDP), gender, race or ethnicity, disability status, multilingual ability, and language, other than English, spoken by staff identified as multilingual. For the purpose of the survey, persons with a disability included staff recovering from chemical dependency. As shown in the table below, the survey response rate has been over 90 percent except for 1997 when it was 85 percent.

**Statewide Staffing Patterns Survey
Facility Response Rate for Each Survey Year
1991-2003**

Survey Year	Number of Facilities Receiving Survey	Number of Facilities Responding	Survey Response Rate (%)
1991	411	377	92%
1994	432	415	96%
1997	457	390	85%
2000	495	489	99%
2003	488	479	98%

This report compares trends in staffing patterns between contract and non-contract facilities. Contract facilities receive state or federal funds through a contract with DASA or through a county sub-contract; non-contract facilities do not. Following

the procedure used in the previous surveys, the data were weighted on the full-time equivalency (FTE) rate since the average number of hours that employees worked per week varied across positions. An FTE was calculated as the reported average number of hours an employee worked per week multiplied by 52 weeks and divided by 2088 hours.*

Organization of Findings

The main sections of this report focus on findings for all full-time equivalent staff (FTEs) and counselors by race/ethnicity, gender, disability status, and multilingual ability. The tables in Appendix A show all the results for each survey year and are the source of the charts found in the main body of this report. The survey instrument and definition of terms used in the survey can be found in Appendix B.

*2088 is the number of average available work hours in a year according to the Washington State Office of Financial Management (www.ofm.wa.gov/policy/25.10.htm).

All Full-Time Equivalent Staff (FTEs) by:

Race/Ethnicity

Gender

Disability Status

Multilingual Status

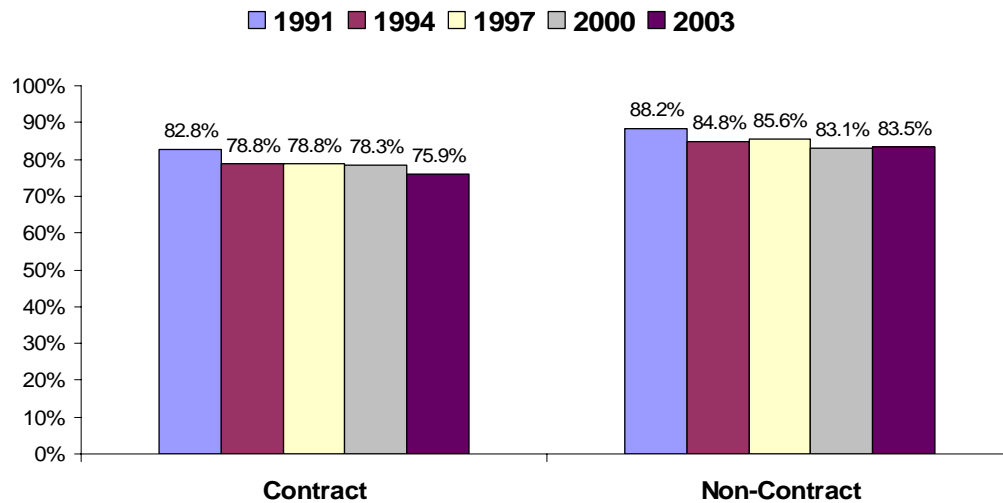
All Full-Time Equivalent Staff (FTEs)

All FTEs by Race/Ethnicity

White FTEs in Contract and Non-Contract Facilities

- The proportion of White FTEs in contract facilities appeared to continue to decline from 82.8 percent in 1991 to 75.9 percent in 2003.
- In non-contract facilities, the proportion of White FTEs fluctuated between 88 percent and 83 percent during the twelve-year period.

Figure 1.
Percent of White FTE Staff in Contract
and Non-Contract Facilities by Year of Survey

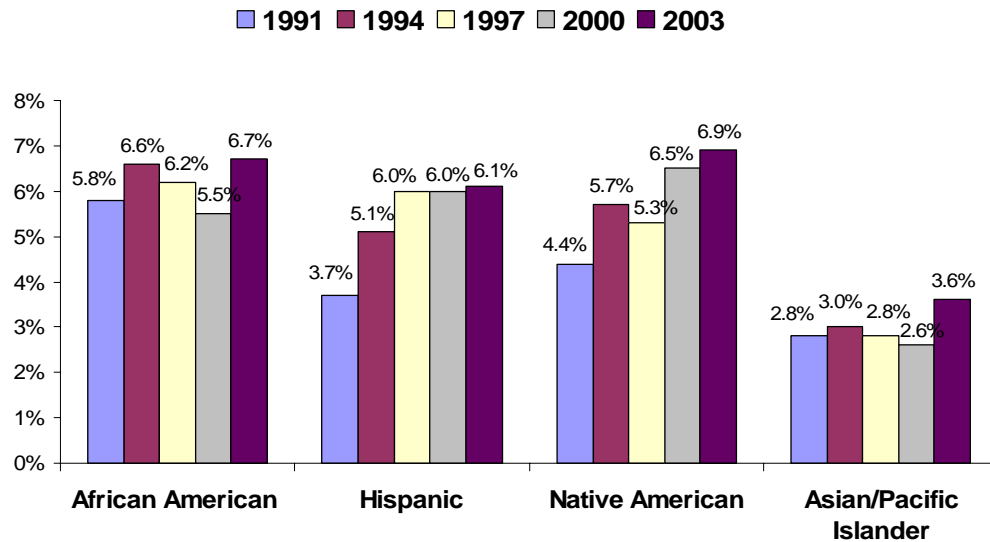


SOURCE: Table 1, Appendix A.

Minority FTEs in Contract Facilities

- The proportion of minority FTEs in contract facilities all appeared to show some gains between 1991 and 2003 with most consistent increases noticeable in Native Americans from 4.4 percent to 6.9 percent.
- Between 2000 and 2003, Asian/Pacific Islander (API) FTEs increased from 2.6 percent to 3.6 percent. African American FTEs also increased from 5.5 percent to 6.7 percent.
- The proportion of Hispanic FTEs in contract facilities tended to remain at the same level of about six percent from 1997 to 2003.

Figure 2.
Percent of Minority FTE Staff in Contract Facilities
by Race/Ethnicity and Year of Survey

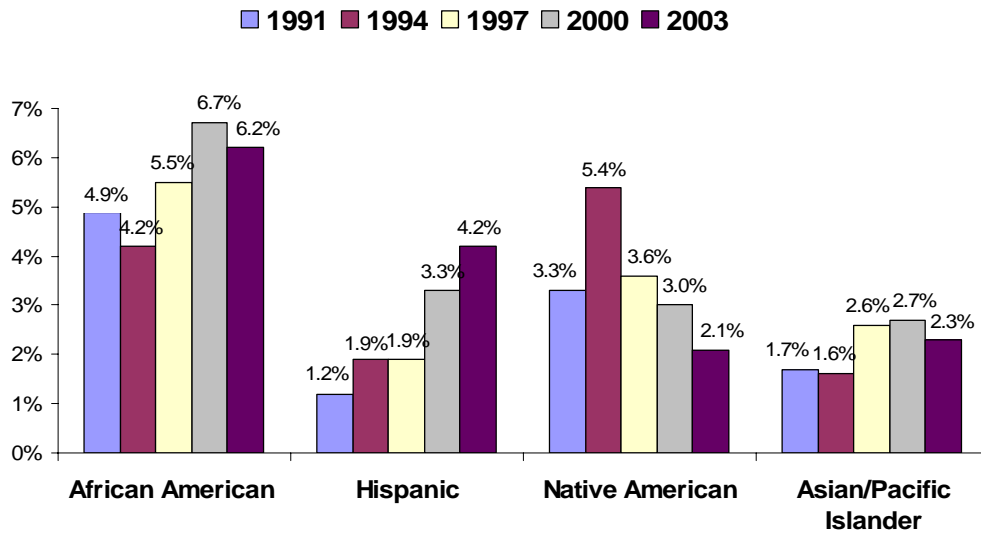


SOURCE: Table 1, Appendix A.

Minority FTEs in Non-Contract Facilities

- The proportion of Hispanic FTEs in non-contract facilities increased from 1.2 percent in 1991 to 4.2 percent in 2003.
- The proportion of Native American FTEs rose from 3.3 percent in 1991 to 5.4 percent in 1994 and, since then, has continued to decline somewhat steadily to 2.1 percent in 2003.

Figure 3.
Percent of Minority FTE Staff in Non-Contract Facilities
by Race/Ethnicity and Year of Survey

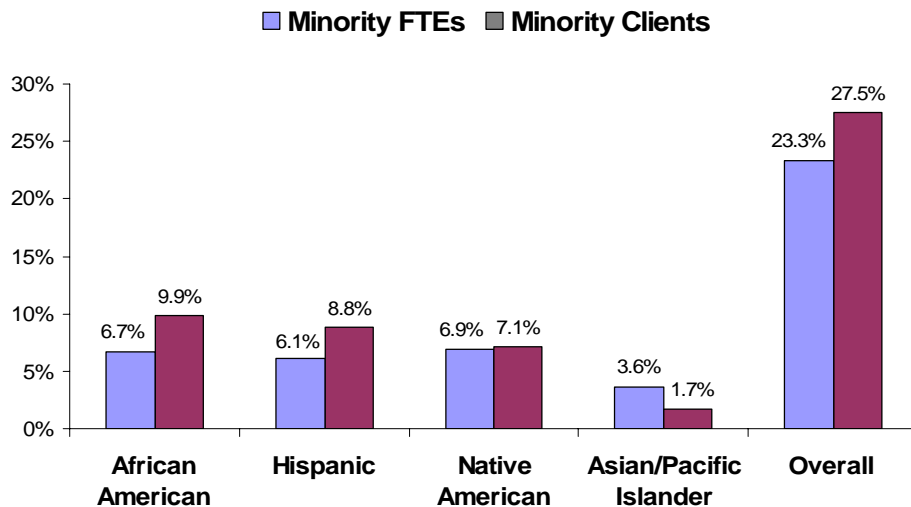


SOURCE: Table 1, Appendix A.

How did the proportion of minority FTEs in contract facilities compare with the proportion of minority clients admitted to publicly funded treatment?

- There was nearly the same proportion of Native American FTEs in contract facilities, 6.9 percent, as there were Native American clients admitted to publicly funded treatment, 7.1 percent.
- There were fewer African American FTEs in contract facilities than there were African American clients admitted to publicly funded treatment, 6.7 percent versus 9.9 percent; there were also fewer Hispanic FTEs than Hispanic clients, 6.1 percent versus 8.8 percent.

Figure 4.
Percent of Minority FTE Staff in Contract Facilities in 2003
Compared to Minority Clients Admitted to Publicly Funded
Treatment in CY 2003



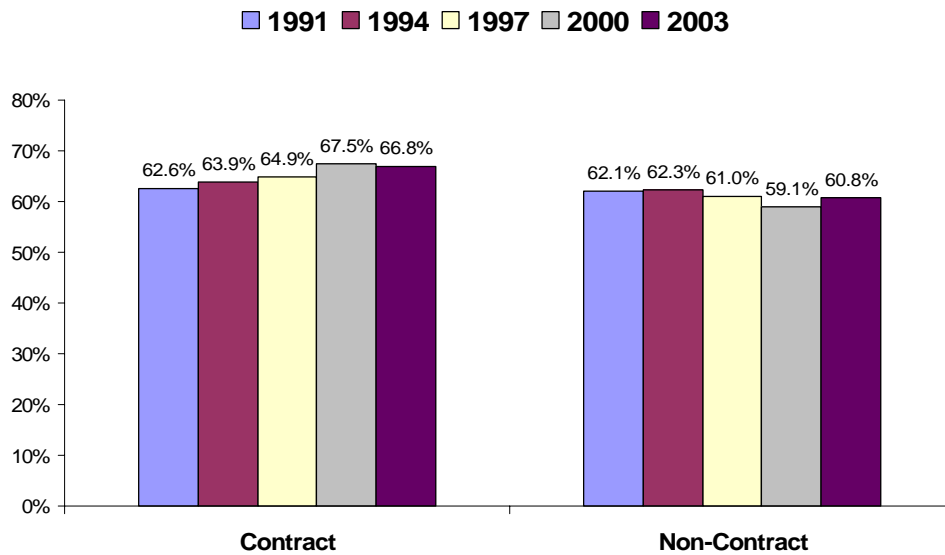
SOURCE: Table 6, Appendix A.

All FTEs by Gender

All Female FTEs

- In contract facilities, the proportion of female FTEs appeared to reach a relatively stable level at 67 percent in 2000 and 2003 after gradually rising from a level of about 63 percent in 1991.
- In non-contract facilities, the proportion of female FTEs tended to remain between 61 percent and 62 percent except for the year 2000 when it was 59.1 percent.

Figure 5.
Percent of All Female FTE Staff in Contract
and Non-Contract Facilities by Year of Survey



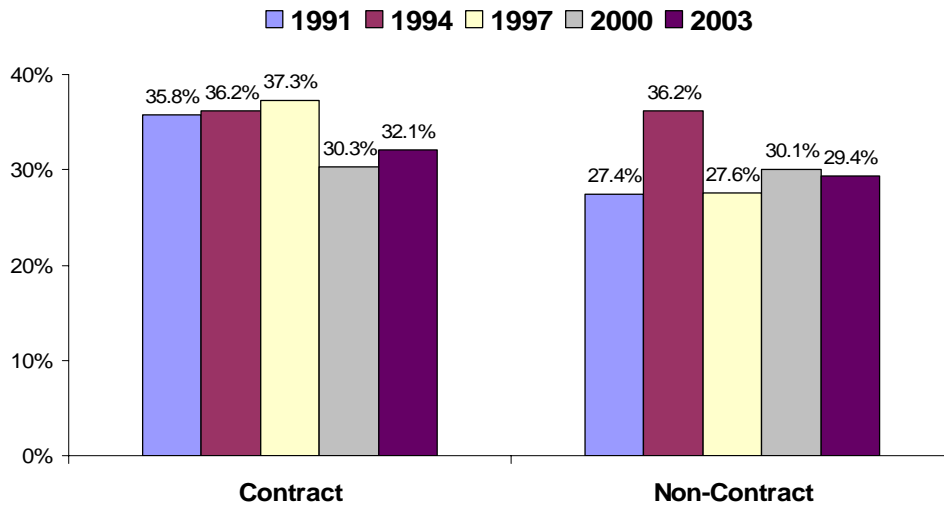
SOURCE: Table 1, Appendix A.

All FTEs by Disability Status

All FTEs with a Disability*

- The proportion of all FTEs with a disability in contract facilities increased slightly from 30.3 percent in 2000 to 32.1 percent in 2003, while that of FTEs with a disability in non-contract facilities remained stable at close to 30 percent.

Figure 6.
Percent of All FTE Staff with a Disability in Contract
and Non-Contract Facilities by Year of Survey



SOURCE: Table 1, Appendix A.

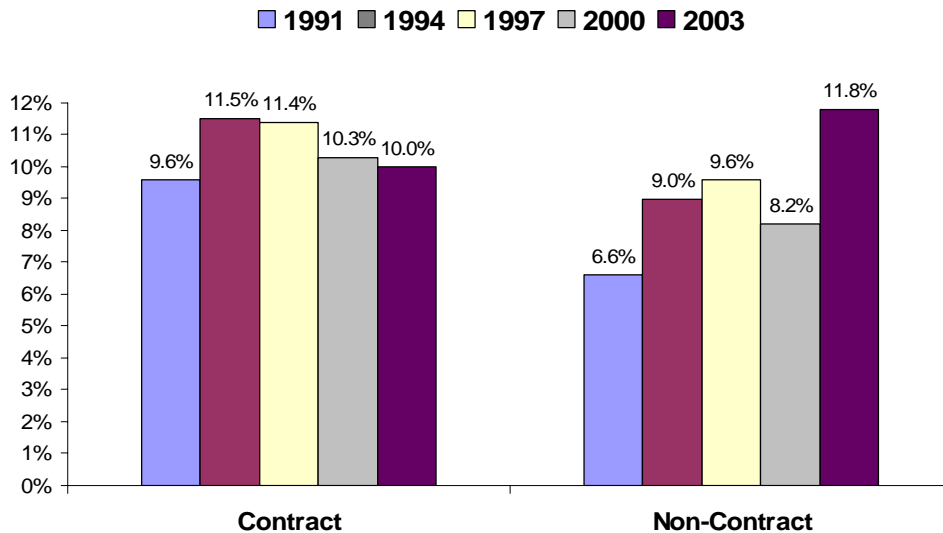
*The survey defined disability as any physical, mental, or sensory impairment. The impairment must have been permanent, meaning that it is seldom fully corrected by medical replacement, therapy, or surgery. The survey considered staff undergoing recovery from chemical dependency as having a disability.

All FTEs by Multilingual Ability

All FTEs with Multilingual Ability

- Between 2000 and 2003, the proportion of all FTEs with multilingual ability in contract facilities stayed at about 10 percent, while that of all FTEs with multilingual ability in non-contract facilities increased from 8.2 percent to 11.8 percent.
- In 2003, Spanish was the most common language, other than English, spoken by multilingual staff. In contract facilities, 52.1 percent of multilingual staff spoke Spanish, while in non-contract facilities this figure was 43.4 percent. See Table 7 on page 47.

Figure 7.
Percent of All FTE Staff with Multilingual Ability
in Contract and Non-Contract Facilities by Year of Survey



SOURCE: Table 1, Appendix A.

Counselors by:

Race/Ethnicity

Gender

Disability Status

Multilingual Status

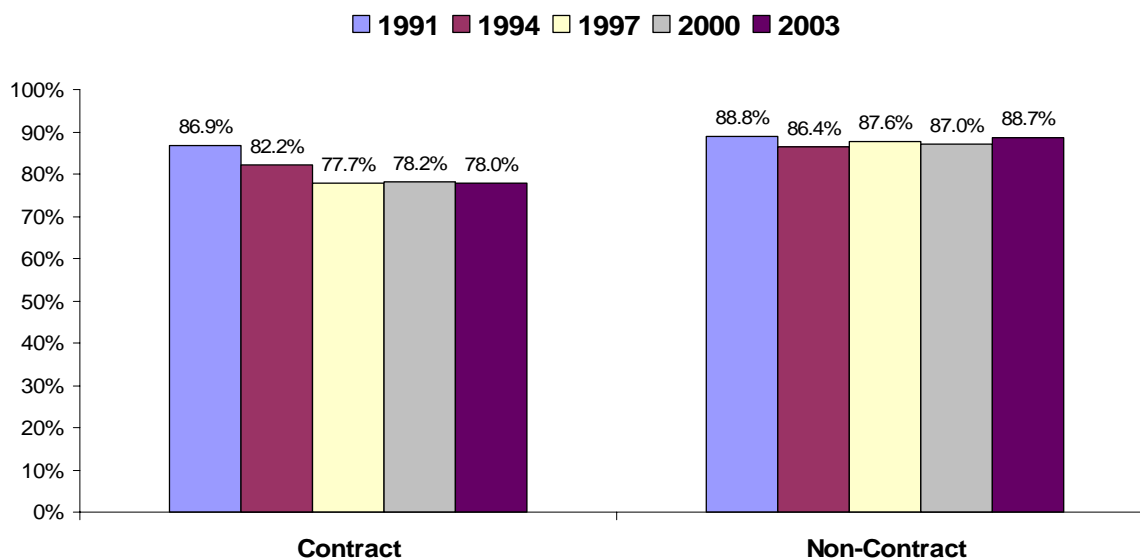
Counselors

Counselors by Race/Ethnicity

White Counselors

- In contract facilities, the proportion of White counselors has remained at about 78 percent from 1997 to 2003 after declining from 86.9 percent in 1991 to 82.2 percent in 1994.
- In non-contract facilities, the proportion of White counselors has remained between 86 percent and 89 percent from 1991 to 2003.

Figure 8.
Percent of White Counselors in Contract
and Non-Contract Facilities by Year of Survey

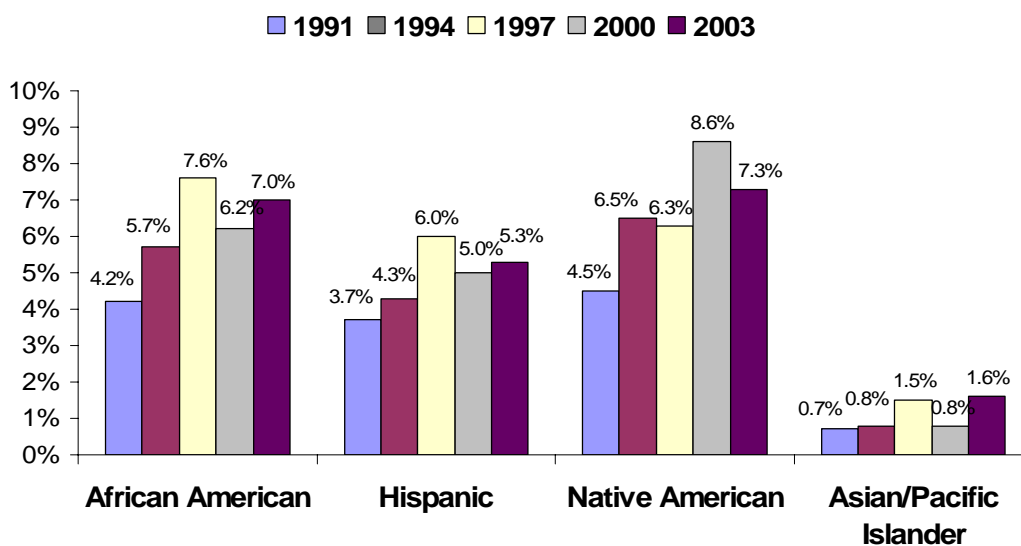


SOURCE: Table 2, Appendix A.

Minority Counselors in Contract Facilities*

- Between 2000 and 2003, the proportion of minority counselors in contract facilities all showed some gains, except for Native American counselors where the level dropped slightly from 8.6 percent to 7.3 percent.

Figure 9.
Percent of Minority Counselors in Contract Facilities
by Race/Ethnicity and Year of Survey



SOURCE: Table 2, Appendix A.

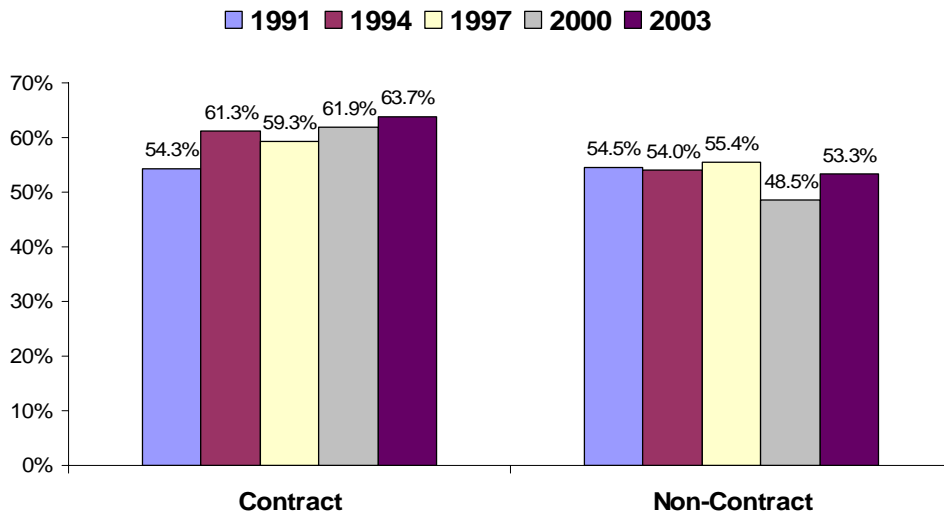
*Due to their small number of cases, a chart illustrating the distribution of minority counselors by race/ethnicity in non-contract facilities is not included here. However, the interested reader can find this information in Table 2 on page 37.

Counselors by Gender

Female Counselors

- The proportion of female counselors showed gains between 2000 and 2003: in contract facilities, it rose from 61.9 percent to 63.7 percent, while in non-contract facilities, it grew from 48.5 percent to 53.3 percent.
- The proportion of female counselors in contract facilities has stayed around or over 60 percent except in 1991 when it was 54.3 percent, while that of female counselors in non-contract facilities has remained between 53 percent and 55 percent except in 2000 when it was 48.5 percent.

Figure 10.
Percent of Female Counselors in Contract
and Non-Contract Facilities by Year of Survey



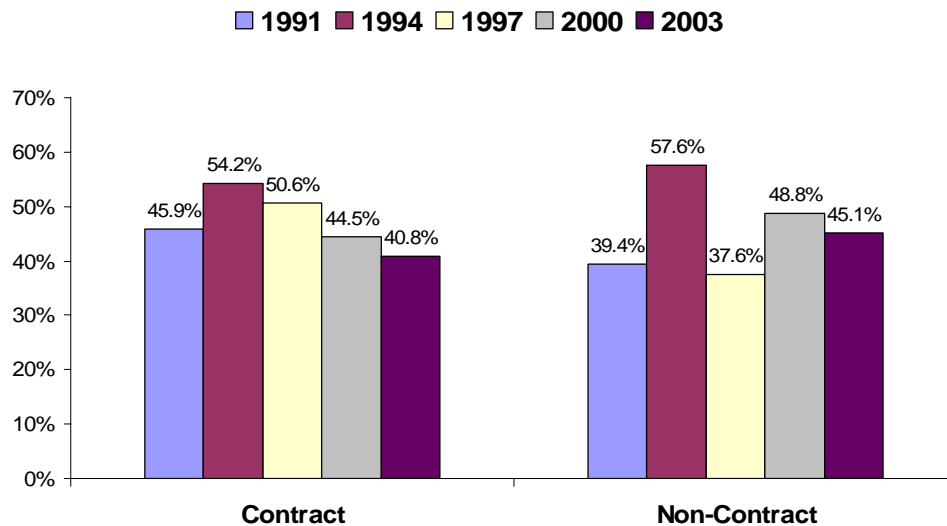
SOURCE: Table 2, Appendix A.

Counselors by Disability Status

Counselors with a Disability*

- Between 2000 and 2003, the proportion of counselors with a disability in contract facilities dropped from 44.5 percent to 40.8 percent, and that of counselors with a disability in non-contract facilities dropped from 48.8 percent to 45.1 percent.
- In contract facilities, the proportion of counselors with a disability appeared to have a downward trend since 1997.

Figure 11.
Percent of Counselors with a Disability in Contract
and Non-Contract Facilities by Year of Survey



SOURCE: Table 2, Appendix A.

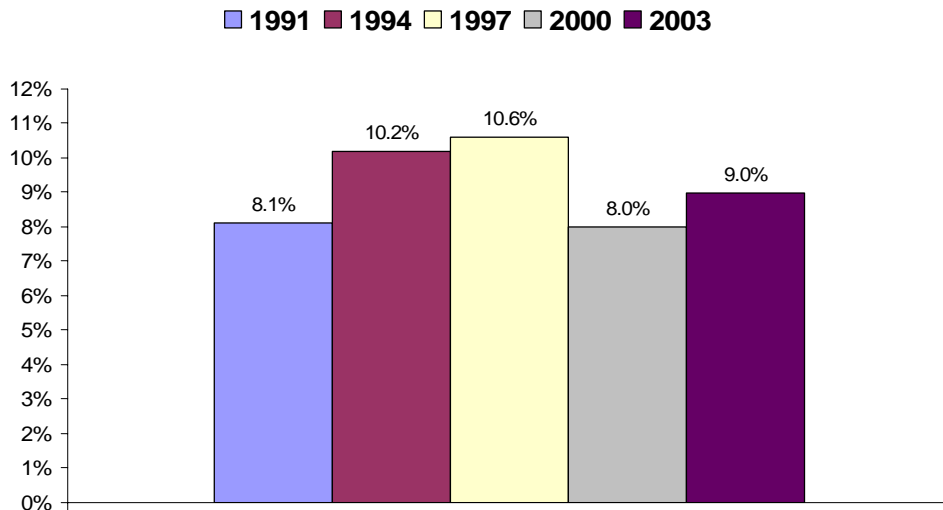
*The survey defined disability as any physical, mental, or sensory impairment. The impairment must have been permanent, meaning that it is seldom corrected by medical replacement, therapy, or surgery. The survey considered staff undergoing recovery from chemical dependency as having a disability.

Counselors by Multilingual Ability

Counselors with Multilingual Ability*

- The proportion of counselors with multilingual ability in contract facilities rose from 8 percent in 2000 to 9 percent in 2003.
- In 2003, Spanish was the most common non-English language spoken by multilingual counselors in contract facilities, 56.1 percent. See Table 7 on page 47.

Figure 12.
Percent of Counselors with Multilingual Ability
in Contract Facilities by Year of Survey



SOURCE: Table 2, Appendix A.

*Multilingual counselors in non-contract facilities numbered 25 in 1991, 31 in 1994, 23 in 1997, 30 in 2000, and 10 in 2003. Because of these comparatively smaller numbers, multilingual counselors in non-contract facilities are not represented on this page. However, the interested reader can find this information in Table 2 on page 37.

Counselor Trainees

Female Counselor Trainees

Administrators

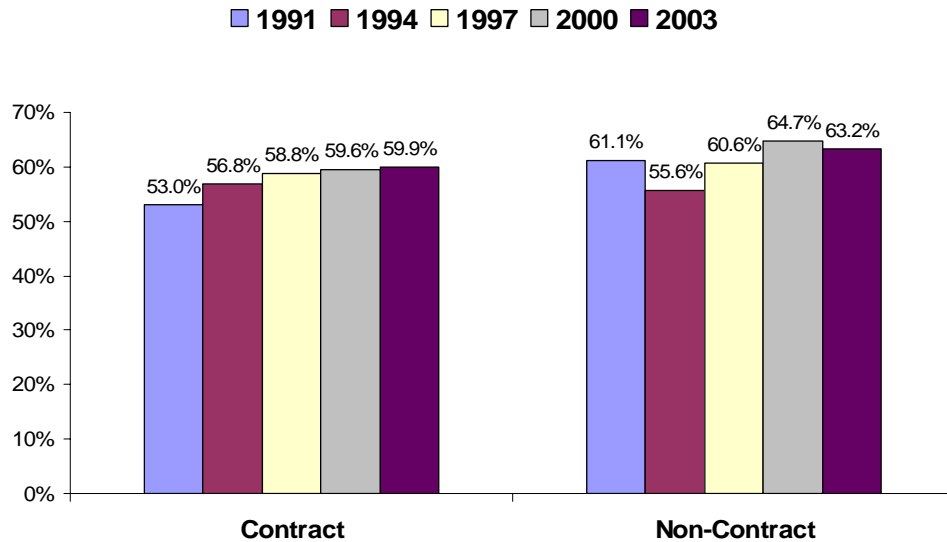
Female Administrators

Counselor Trainees

Female Counselor Trainees

- The proportion of female counselor trainees in contract facilities increased gradually from 53 percent in 1991 to almost 60 percent in 2003.
- The proportion of female counselor trainees in non-contract facilities has remained at over 60 percent from 1991 to 2003 except in 1994 when it was 55.6 percent.

Figure 13.
Percent of Female Counselor Trainees in Contract and Non-Contract Facilities by Year of Survey



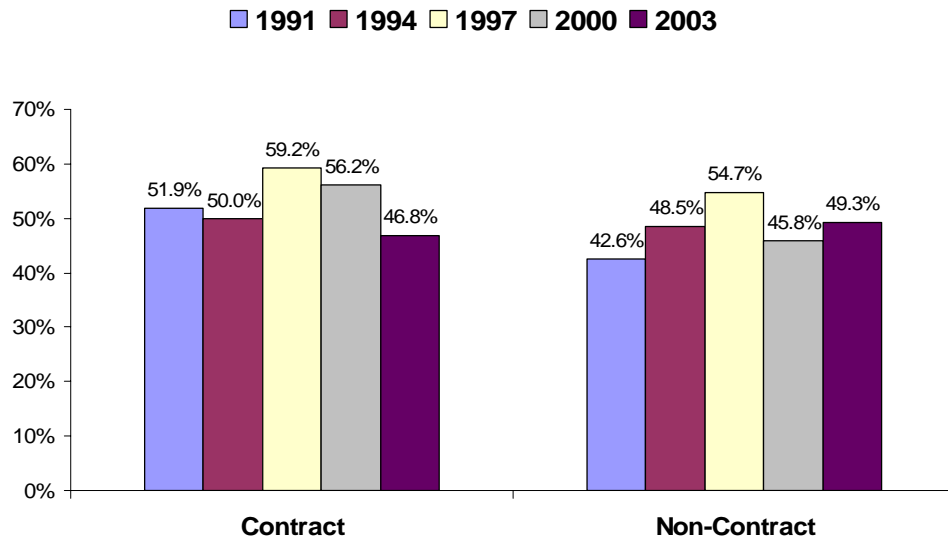
SOURCE: Table 3, Appendix A.

Administrators

Female Administrators

- Between 2000 and 2003, the proportion of female administrators in contract facilities dropped from 56.2 percent to 46.8 percent, while that of female administrators in non-contract facilities rose from 45.8 percent to 49.3 percent.

Figure 14.
Percent of Female Administrators in Contract and Non-Contract Facilities by Year of Survey



SOURCE: Table 5, Appendix A.

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Appendix A

Tables of Survey Results

Table 1. All Full-Time Equivalent Staff (FTEs) in Contract and Non-Contract Facilities by Employee Characteristics and Year of Survey

Table 2. Counselors in Contract and Non-Contract Facilities by Employee Characteristics and Year of Survey

Table 3. Counselor Trainees in Contract and Non-Contract Facilities by Employee Characteristics and Year of Survey

Table 4. Counselor Supervisors in Contract and Non-Contract Facilities by Employee Characteristics and Year of Survey

Table 5. Administrators in Contract and Non-Contract Facilities by Employee Characteristics and Year of Survey

Table 6. Racial/Ethnic Distribution of All Full-Time Equivalent Staff (FTEs) in Contract Facilities Compared to Clients Admitted to Publicly Funded Chemical Dependency Treatment in CY2003 and Washington State Population in 2000

Table 7. Non-English Languages Spoken by Multilingual Staff in Contract and Non-Contract Facilities in 2003: All Full-Time Equivalent Staff (FTEs) and Counselors

Staff Diversity in WA State Chemical Dependency Treatment Facilities:
Results from 2003 and Previous Surveys
Appendix A

Table 1.
All Full-Time Equivalent Staff (FTEs)* in Contract and Non-Contract Facilities**
by Employee Characteristics and Year of Survey

Employee Characteristics	1991		1994		1997		2000		2003	
	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract
Gender	(n=2,217)	(n=1,342)	(n=2,588)	(n=1,296)	(n=3,005)	(n=1,005)	(n=3,706)	(n=1,080)	(n=3,505)	(n=958)
Male	830 (37.4%)	509 (37.9%)	934 (36.1%)	488 (37.7%)	1,048 (34.9%)	392 (39.0%)	1,204 (32.5%)	442 (40.9%)	1,165 (33.2%)	376 (39.2%)
Female	1,387 (62.6%)	833 (62.1%)	1,654 (63.9%)	808 (62.3%)	1,951 (64.9%)	613 (61.0%)	2,502 (67.5%)	638 (59.1%)	2,340 (66.8%)	582 (60.8%)
Unknown					6 (0.2%)					
Race/Ethnicity	(n=2,218)	(n=1,342)	(n=2,588)	(n=1,297)	(n=3,005)	(n=1,005)	(n=3,705)	(n=1,080)	(n=3,504)	(n=958)
White	1,837 (82.8%)	1,184 (88.2%)	2,039 (78.8%)	1,100 (84.8%)	2,367 (78.8%)	860 (85.6%)	2,901 (78.3%)	897 (83.1%)	2,661 (75.9%)	800 (83.5%)
African American	128 (5.8%)	66 (4.9%)	171 (6.6%)	55 (4.2%)	187 (6.2%)	55 (5.5%)	204 (5.5%)	72 (6.7%)	234 (6.7%)	59 (6.2%)
Hispanic	82 (3.7%)	16 (1.2%)	132 (5.1%)	25 (1.9%)	180 (6.0%)	19 (1.9%)	222 (6.0%)	36 (3.3%)	215 (6.1%)	40 (4.2%)
Native American	98 (4.4%)	44 (3.3%)	148 (5.7%)	70 (5.4%)	158 (5.3%)	36 (3.6%)	241 (6.5%)	32 (3.0%)	243 (6.9%)	20 (2.1%)
Asian/Pacific Islander	63 (2.8%)	23 (1.7%)	78 (3.0%)	21 (1.6%)	83 (2.8%)	26 (2.6%)	96 (2.6%)	29 (2.7%)	126 (3.6%)	22 (2.3%)
Other	9 (0.4%)	9 (0.7%)	20 (0.8%)	11 (0.8%)	23 (0.8%)	9 (0.9%)	41 (1.1%)	14 (1.3%)	25 (0.7%)	17 (1.8%)
Unknown				15 (1.2%)	7 (0.2%)					
Disability Status	(n=2,217)	(n=1,342)	(n=2,588)	(n=1,297)	(n=3,005)	(n=1,005)	(n=3,706)	(n=1,080)	(n=3,505)	(n=958)
With Disability	794 (35.8%)	368 (27.4%)	936 (36.2%)	470 (36.2%)	1,121 (37.3%)	277 (27.6%)	1,122 (30.3%)	325 (30.1%)	1,125 (32.1%)	282 (29.4%)
Multilingual Ability	(n=2,217)	(n=1,342)	(n=2,588)	(n=1,296)	(n=3,005)	(n=1,005)	(n=3,706)	(n=1,080)	(n=3,505)	(n=957)
With Multilingual Ability	212 (9.6%)	89 (6.6%)	297 (11.5%)	117 (9.0%)	344 (11.4%)	96 (9.6%)	381 (10.3%)	89 (8.2%)	351 (10.0%)	113 (11.8%)

*The unit of analysis is one full-time equivalent (FTE).

**Contract facilities receive state or federal funds through a contract with the Division of Alcohol and Substance Abuse (DASA) or through a county sub-Contract; non-contract facilities do not.

NOTE: Column percentages may not exactly equal 100 percent because of rounding.

Table 2.
Counselors* in Contract and Non-Contract Facilities**
by Employee Characteristics and Year of Survey

Employee Characteristics	1991		1994		1997		2000		2003	
	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract
Gender	(n=595)	(n=357)	(n=720)	(n=413)	(n=992)	(n=314)	(n=967)	(n=344)	(n=886)	(n=246)
Male	272 (45.7%)	163 (45.5%)	279 (38.8%)	190 (46.0%)	402 (40.5%)	140 (44.6%)	368 (38.1%)	177 (51.5%)	322 (36.3%)	115 (46.7%)
Female	323 (54.3%)	195 (54.5%)	441 (61.3%)	223 (54.0%)	588 (59.3%)	174 (55.4%)	599 (61.9%)	167 (48.5%)	564 (63.7%)	131 (53.3%)
Unknown										
Race/Ethnicity	(n=595)	(n=357)	(n=719)	(n=412)	(n=991)	(n=314)	(n=967)	(n=345)	(n=886)	(n=247)
White	517 (86.9%)	317 (88.8%)	591 (82.2%)	356 (86.4%)	770 (77.7%)	275 (87.6%)	756 (78.2%)	300 (87.0%)	691 (78.0%)	219 (88.7%)
African American	25 (4.2%)	15 (4.2%)	41 (5.7%)	13 (3.2%)	75 (7.6%)	14 (4.5%)	60 (6.2%)	16 (4.6%)	62 (7.0%)	11 (4.5%)
Hispanic	22 (3.7%)	4 (1.1%)	31 (4.3%)	6 (1.5%)	59 (6.0%)	6 (1.9%)	48 (5.0%)	15 (4.3%)	47 (5.3%)	7 (2.8%)
Native American	27 (4.5%)	17 (4.8%)	47 (6.5%)	19 (4.6%)	62 (6.3%)	16 (5.1%)	83 (8.6%)	7 (2.0%)	65 (7.3%)	6 (2.4%)
Asian/Pacific Islander	4 (0.7%)	1 (0.3%)	6 (0.8%)	2 (0.5%)	15 (1.5%)	2 (0.6%)	8 (0.8%)	5 (1.4%)	14 (1.6%)	1 (0.4%)
Other		3 (0.8%)	3 (0.4%)	6 (1.5%)	6 (0.6%)	1 (0.3%)	12 (1.2%)	2 (0.6%)	7 (0.8%)	3 (1.2%)
Unknown				10 (2.4%)	4 (0.4%)					
Disability Status	(n=595)	(n=358)	(n=720)	(n=413)	(n=992)	(n=314)	(n=966)	(n=344)	(n=885)	(n=246)
With Disability	273 (45.9%)	141 (39.4%)	390 (54.2%)	238 (57.6%)	502 (50.6%)	118 (37.6%)	430 (44.5%)	168 (48.8%)	361 (40.8%)	111 (45.1%)
Multilingual Ability	(n=595)	(n=358)	(n=719)	(n=413)	(n=991)	(n=314)	(n=967)	(n=344)	(n=885)	(n=246)
With Multilingual Ability	48 (8.1%)	25 (7.0%)	73 (10.2%)	31 (7.5%)	105 (10.6%)	23 (7.3%)	77 (8.0%)	30 (8.7%)	80 (9.0%)	10 (4.1%)
Certification Status	(n=595)	(n=358)	(n=720)	(n=412)	(n=992)	(n=314)	(n=967)	(n=345)	(n=886)	(n=247)
CDC/CDP***	593 (99.7%)	335 (93.6%)	718 (99.7%)	408 (99.0%)	836 (84.3%)	293 (93.3%)	932 (96.4%)	340 (98.6%)	797 (90.0%)	238 (96.4%)

*The unit of analysis is one full-time equivalent (FTE).

**Contract facilities receive state or federal funds through a contract with the Division of Alcohol and Substance Abuse (DASA) or through a county sub-contract; non-contract facilities do not.

***Stands for Chemical Dependency Counselor/Chemical Dependency Professional; CDP applies only to survey years 2000 and 2003.

NOTE: Column percentages may not exactly equal 100 percent because of rounding.

Table 3.
Counselor Trainees* in Contract and Non-Contract Facilities**
by Employee Characteristics and Year of Survey

Employee Characteristics	1991		1994		1997		2000		2003	
	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract
Gender	(n=202)	(n=90)	(n=206)	(n=90)	(n=131)	(n=33)	(n=235)	(n=51)	(n=352)	(n=95)
Male	95 (47.0%)	35 (38.9%)	89 (43.2%)	40 (44.4%)	54 (41.2%)	13 (39.4%)	95 (40.4%)	18 (35.3%)	141 (40.1%)	35 (36.8%)
Female	107 (53.0%)	55 (61.1%)	117 (56.8%)	50 (55.6%)	77 (58.8%)	20 (60.6%)	140 (59.6%)	33 (64.7%)	211 (59.9%)	60 (63.2%)
Unknown										
Race/Ethnicity	(n=203)	(n=90)	(n=206)	(n=90)	(n=131)	(n=32)	(n=235)	(n=53)	(n=351)	(n=96)
White	157 (77.3%)	77 (85.6%)	148 (71.8%)	67 (74.4%)	97 (74.0%)	25 (78.1%)	184 (78.3%)	40 (75.5%)	253 (72.1%)	72 (75.0%)
African American	15 (7.4%)	4 (4.4%)	17 (8.3%)	5 (5.6%)	17 (13.0%)	1 (3.1%)	11 (4.7%)	7 (13.2%)	23 (6.6%)	8 (8.3%)
Hispanic	15 (7.4%)	1 (1.1%)	22 (10.7%)	1 (1.1%)	7 (5.3%)		15 (6.4%)	1 (1.9%)	33 (9.4%)	8 (8.3%)
Native American	11 (5.4%)	5 (5.6%)	13 (6.3%)	14 (15.6%)	7 (5.3%)	3 (9.4%)	22 (9.4%)	3 (5.7%)	31 (8.8%)	4 (4.2%)
Asian/Pacific Islander	5 (2.5%)	2 (2.2%)	4 (1.9%)	1 (1.1%)	2 (1.5%)	2 (6.3%)	3 (1.3%)	1 (1.9%)	9 (2.6%)	2 (2.1%)
Other		1 (1.1%)	2 (1.0%)	2 (2.2%)	1 (0.8%)	1 (3.1%)		1 (1.9%)	2 (0.6%)	2 (2.1%)
Unknown										
Disability Status	(n=202)	(n=90)	(n=206)	(n=90)	(n=132)	(n=32)	(n=235)	(n=51)	(n=352)	(n=95)
With Disability	107 (53.0%)	38 (42.2%)	96 (46.6%)	51 (56.7%)	71 (53.8%)	16 (50.0%)	113 (48.1%)	21 (41.2%)	144 (40.9%)	37 (38.9%)
Multilingual Ability	(n=201)	(n=90)	(n=206)	(n=90)	(n=131)	(n=32)	(n=235)	(n=51)	(n=352)	(n=95)
With Multilingual Ability	25 (12.4%)	4 (4.4%)	34 (16.5%)	8 (8.9%)	16 (12.2%)	1 (3.1%)	25 (10.6%)	4 (7.8%)	39 (11.1%)	18 (18.9%)

*The unit of analysis is one full-time equivalent (FTE).
 **Contract facilities receive state or federal funds through a contract with the Division of Alcohol and Substance Abuse (DASA) or through a county sub-contract; non-contract facilities do not.
 NOTE: Column percentages may not exactly equal 100 percent because of rounding.

Table 4.
Counselor Supervisors* in Contract and Non-Contract Facilities**
by Employee Characteristics and Year of Survey

Employee Characteristics	1991		1994		1997		2000		2003	
	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract
Gender	(n=84)	(n=54)	(n=63)	(n=28)	(n=105)	(n=40)	(n=137)	(n=61)	(n=164)	(n=59)
Male	32 (38.1%)	27 (50.0%)	26 (41.3%)	14 (50.0%)	42 (40.0%)	25 (62.5%)	62 (45.3%)	29 (47.5%)	58 (35.4%)	27 (45.8%)
Female	52 (61.9%)	27 (50.0%)	37 (58.7%)	14 (50.0%)	63 (60.0%)	15 (37.5%)	75 (54.7%)	32 (52.5%)	106 (64.6)	32 (54.2%)
Unknown										
Race/Ethnicity	(n=83)	(n=54)	(n=63)	(n=27)	(n=104)	(n=39)	(n=137)	(n=63)	(n=164)	(n=59)
White	78 (94.0%)	50 (92.6%)	46 (73.0%)	21 (77.8%)	86 (82.7%)	36 (92.3%)	109 (79.6%)	55 (87.3%)	134 (81.7%)	47 (79.7%)
African American	1 (1.2%)	1 (1.9%)	5 (7.9%)		4 (3.8%)		10 (7.3%)	2 (3.2%)	10 (6.1%)	2 (3.4%)
Hispanic			2 (3.2%)	2 (7.4%)	3 (2.9%)	2 (5.1%)	8 (5.8%)	1 (1.6%)	7 (4.3%)	5 (8.5%)
Native American	3 (3.6%)	2 (3.7%)	7 (11.1%)	3 (11.1%)	6 (5.8%)	1 (2.6%)	6 (4.4%)	3 (4.8%)	11 (6.7%)	3 (5.1%)
Asian/Pacific Islander	1 (1.2%)		1 (1.6%)		3 (2.9%)		3 (2.2%)	1 (1.6%)	2 (1.2%)	1 (1.7%)
Other		1 (1.9%)	2 (3.2%)	1 (3.7%)	2 (1.9%)		1 (0.7%)	1 (1.6%)		1 (1.7%)
Unknown										
Disability Status	(n=83)	(n=54)	(n=63)	(n=28)	(n=105)	(n=39)	(n=137)	(n=62)	(n=164)	(n=59)
With Disability	40 (48.2%)	20 (37.0%)	34 (54.0%)	11 (39.3%)	47 (44.8%)	19 (48.7%)	53 (38.7%)	28 (45.2%)	56 (34.1%)	23 (39.0%)
Multilingual Ability	(n=84)	(n=54)	(n=63)	(n=27)	(n=105)	(n=39)	(n=137)	(n=62)	(n=164)	(n=58)
With Multilingual Ability	6 (7.1%)	6 (11.1%)	6 (9.5%)	1 (3.7%)	7 (6.7%)	4 (10.3%)	18 (13.1%)	3 (4.8%)	13 (7.9%)	7 (12.1%)
Certification Status	(n=84)	(n=48)	(n=63)	(n=27)	(n=104)	(n=39)	(n=137)	(n=62)	(n=164)	(n=59)
CDC/CDP***	84 (100%)	48 (88.9%)	61 (96.8%)	27 (100%)	82 (78.8%)	32 (82.1%)	125 (91.2%)	60 (93.0%)	150 (91.5%)	58 (98.3%)

*The unit of analysis is one full-time equivalent (FTE).

**Contract facilities receive state or federal funds through a contract with the Division of Alcohol and Substance Abuse (DASA) or through a county sub-contract; non-contract facilities do not.

***Stands for Chemical Dependency Counselor/Chemical Dependency Professional; CDP applies only to survey years 2000 and 2003.

NOTE: Column percentages may not exactly equal 100 percent because of rounding.

Table 5.
Administrators* in Contract and Non-Contract Facilities**
by Employee Characteristics and Year of Survey

Employee Characteristics	1991		1994		1997		2000		2003	
	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract
Gender	(n=231)	(n=204)	(n=228)	(n=200)	(n=314)	(n=172)	(n=233)	(n=168)	(n=186)	(n=146)
Male	111 (48.1%)	117 (57.4%)	114 (50.0%)	103 (51.5%)	125 (39.8%)	78 (45.3%)	102 (43.8%)	91 (54.2%)	99 (53.2%)	74 (50.7%)
Female	120 (51.9%)	87 (42.6%)	114 (50.0%)	97 (48.5%)	186 (59.2%)	94 (54.7%)	131 (56.2%)	77 (45.8%)	87 (46.8%)	72 (49.3%)
Unknown										
Race/Ethnicity	(n=230)	(n=204)	(n=228)	(n=200)	(n=314)	(n=173)	(n=233)	(n=167)	(n=188)	(n=145)
White	197 (85.7%)	184 (90.2%)	188 (82.5%)	175 (87.5%)	265 (84.4%)	150 (86.7%)	193 (82.8%)	144 (86.2%)	154 (81.9%)	124 (85.5%)
African American	8 (3.5%)	9 (4.4%)	10 (4.4%)	7 (3.5%)	9 (2.9%)	8 (4.6%)	3 (1.3%)	11 (6.6%)	10 (5.3%)	6 (4.1%)
Hispanic	3 (1.3%)		9 (3.9%)	1 (0.5%)	12 (3.8%)	3 (1.7%)	9 (3.9%)	5 (3.0%)	4 (2.1%)	5 (3.4%)
Native American	17 (7.4%)	9 (4.4%)	15 (6.6%)	13 (6.5%)	19 (6.1%)	6 (3.5%)	19 (8.2%)	5 (3.0%)	15 (8.0%)	1 (0.7%)
Asian/Pacific Islander	3 (1.3%)		1 (0.4%)	1 (0.5%)	6 (1.9%)	3 (1.7%)	5 (2.1%)	1 (0.6%)	4 (2.1%)	4 (2.8%)
Other	2 (0.9%)	2 (1.0%)	5 (2.2%)	2 (1.0%)	2 (0.6%)	3 (1.7%)	4 (1.7%)	1 (0.6%)	1 (0.5%)	5 (3.4%)
Unknown				1 (0.5%)	1 (0.3%)					
Disability Status	(n=230)	(n=204)	(n=228)	(n=200)	(n=314)	(n=172)	(n=234)	(n=169)	(n=187)	(n=145)
With Disability	88 (38.3%)	78 (38.2%)	85 (37.3%)	92 (46.0%)	116 (36.9%)	63 (36.6%)	89 (38.0%)	64 (37.9%)	70 (37.4%)	61 (42.1%)
Multilingual Ability	(n=231)	(n=204)	(n=228)	(n=200)	(n=314)	(n=172)	(n=233)	(n=169)	(n=186)	(n=145)
With Multilingual Ability	22 (9.5%)	11 (5.4%)	34 (14.9%)	24 (12.0%)	34 (10.8%)	16 (9.3%)	29 (12.4%)	8 (4.7%)	17 (9.1%)	14 (9.7%)
Certification Status	(n=230)	(n=204)	(n=228)	(n=201)	(n=152)	(n=172)	(n=234)	(n=169)	(n=187)	(n=146)
CDC/CDP***	157 (68.3%)	164 (80.4%)	151 (66.2%)	163 (81.1%)	152 (48.4%)	113 (65.7%)	127 (54.3%)	128 (75.7%)	114 (61.0%)	117 (80.1%)

*The unit of analysis is one full-time equivalent (FTE).

**Contract facilities receive state or federal funds through a contract with the Division of Alcohol and Substance Abuse (DASA) or through a county sub-contract; non-contract facilities do not.

***Stands for Chemical Dependency Counselor/Chemical Dependency Professionals; CDP applies only to years 2000 and 2003.

NOTE: Column percentages may not exactly equal 100 percent because of rounding.

Table 6.
Racial/Ethnic Distribution of All Full-Time Equivalent Staff (FTEs)* in Contract Facilities in 2003 Compared to Clients Admitted to Publicly Funded Chemical Dependency Treatment in CY2003 and Washington State Population in 2000

Race/Ethnicity	All FTE Staff in 2003* (n=3,504)	Clients Admitted to Publicly Funded Treatment in CY 2003** (n=53,290)	Washington State Population in 2000*** (n=5,894,121)
White	2,661 (75.9%)	37,104 (69.6%)	4,652,490 (78.9%)
African American	234 (6.7%)	5,296 (9.9%)	184,631 (3.1%)
Hispanic	215 (6.1%)	4,691 (8.8%)	441,509 (7.5%)
Native American	243 (6.9%)	3,783 (7.1%)	85,396 (1.5%)
Asian/Pacific Islander	126 (3.6%)	911 (1.7%)	342,180 (5.8%)
Other	25 (0.7%)	1182 (2.2%)	187,915 (3.2%)
Refused to Answer		66 (0.1%)	
Unknown		257 (0.5%)	
<p>*The unit of analysis is one full-time equivalent (FTE). **Source of data is Treatment and Assessment Report Generation Tool (TARGET) managed by the Division of Alcohol and Substance Abuse (DASA). The unit of analysis is admission. Data included admissions to publicly funded chemical dependency treatment in all treatment modalities from January 1 through December 31, 2003. Data were extracted from TARGET on March 5, 2004. ***Office of Financial Management, <i>State of Washington 2003 Data Book</i>, p.10.</p>			

Table 7.
Non-English Languages Spoken by Multilingual Staff in Contract and Non-Contract Facilities in 2003:
All Full-Time Equivalent Staff (FTEs) and Counselors*

Language	All FTEs			Counselors		
	Contract (n=351)	Non-Contract (n=113)	Combined (n=464)	Contract (n=82)**	Non-Contract (n=10)	Combined (n=92)
Spanish	183 (52.1%)	49 (43.4%)	232 (50.0%)	46 (56.1%)	4 (40.0%)	50 (54.3%)
Tagalog	34 (9.7%)	7 (6.2%)	41 (8.8%)	2 (2.4%)	0 (0.0%)	2 (2.2%)
Sign Language	17 (4.8%)	8 (7.1%)	25 (5.4%)	5 (6.1%)	0 (0.0%)	5 (5.4%)
Native American	16 (4.6%)	1 (0.9%)	17 (3.7%)	7 (8.5%)	0 (0.0%)	7 (7.6%)
Chinese	9 (2.6%)	1 (0.9%)	10 (2.2%)	2 (2.4%)	0 (0.0%)	2 (2.2%)
German	8 (2.3%)	6 (5.3%)	6 (5.3%)	0 (0.0%)	2 (20.0%)	2 (2.2%)
Japanese	8 (2.3%)	1 (0.9%)	1 (0.9%)	2 (2.4%)	0 (0.0%)	2 (2.2%)
Russian	7 (2.0%)	2 (1.8%)	9 (1.9%)	3 (3.7%)	0 (0.0%)	3 (3.3%)
French	6 (1.7%)	5 (4.4%)	11 (2.4%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Vietnamese	6 (1.7%)	0 (0.0%)	6 (1.3%)	2 (2.4%)	0 (0.0%)	2 (2.2%)
Korean	4 (1.1%)	10 (8.8%)	14 (3.0%)	1 (1.2%)	0 (0.0%)	1 (1.1%)
Other	53 (15.1%)	23 (20.4%)	76 (16.4%)	12 (14.6%)	4 (40.0%)	16 (17.4%)

*The unit of analysis is one full-time equivalent (FTE). Contract facilities receive state or federal funds through a contract with the Division of Alcohol and Substance Abuse (DASA) or through a county sub-contract; non-contract facilities do not.

**The total number of 82 is higher than 80 for multilingual counselors in contract facilities in 2003 as found in Table 2 because of weighting.

NOTE: Column percentages may not exactly equal 100 percent because of rounding.

Appendix B

Staffing Patterns Survey Questionnaire



2003 Staffing Patterns Survey

Please follow these four easy steps to complete this survey.

(Facility name and ID label here)

STEP 1: Answer the questions below:

Does your organization receive state/federal funds through a contract with DASA or a county subcontract? ☐ Yes ☐ No

Is your organization a community-based organization (CBO)? *(See definition on page 3 for further explanation.)*
☐ Yes ☐ No

STEP 2: Complete the Facility Staffing Form on page 2 (extra copies attached) by providing the following information regarding each of your full-time and part-time staff (including volunteers):

- Each staff person's job title *(see list of suggested job titles on page 4 for examples)*. If more than one person has the same job title, list each one separately.
- The average number of hours worked per week.
- Whether or not the staff person is a Chemical Dependency Professional, as defined by RCW 18.205, regardless of their current job title.
- Each staff person's gender.
- Their race or ethnicity. There are six options. *(See definitions on page 3 for further explanation of these options.)*

White, Caucasian (W)	Asian, Pacific Islander (API)
American Indian, Alaskan Native (I)	Hispanic (H)
Black, African American (B)	All other not included (O)
- Each staff person's disability status. *(See definition on page 3 for further explanation of disability status)*
- Their multilingual ability. *(Read, speak, or write a language other than English, including sign language.)*

STEP 3. Answer the remaining questions below:

Total number of paid staff? _____ # Full-time _____ # Part-time _____

Are any staff: Volunteers? ☐ Yes ☐ No *If YES, how many?* _____
Contractors? ☐ Yes ☐ No *If YES, how many?* _____

Of staff listed in the Facility Staffing Form, how many have a disability? _____
(Please include staff who are recovering from alcohol or drug addiction.)

Of staff listed as disabled, how many are recovering alcoholics/addicts? _____

Total number of chemical dependency professional trainees? _____
(as defined by WAC 388-805-210)

Who completed this survey?

Name _____ Phone (____) _____ Today's date _____

STEP 4: Return completed survey in the enclosed pre-paid envelope by September 5, 2003, to Felix Rodriguez, Ph.D., P.O. Box 45330, Olympia, WA 98504. Thank you for your cooperation.

Felix Rodriguez, Ph.D., Research Investigator
Division of Alcohol and Substance Abuse
P.O. Box 45330
Olympia, WA 98504-5330
Phone (360) 438-8629
FAX (360) 438-8057

Page ____ of ____

Agency Name _____

DASA Certification ID# _____

FACILITY STAFFING FORM*

Please list each employee in your facility by:

Job Title <i>(List each employee by job title. Please refer to page 4 for suggested job titles.)</i>	Average Number of Hours Worked Per Week	Chemical Dependency Professional? <i>(Regardless of job title)</i> <i>Circle One</i>	Gender <i>Circle One</i>	Race/Ethnicity <i>(Please use these codes:)</i> W=White B=Black H=Hispanic I=Indian API=Asian O=Other	Disabled? <i>Circle One</i>	Multilingual? <i>(Includes American Sign Language)</i> <i>Circle One</i>	If Multilingual, Indicate Language(s)
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	

Please find an additional copy of this form at the end of this document.

**Please return to STEP 3 on page 1 after completing the Facility Staffing Form.*

Comments: _____

DEFINITIONS

Volunteer:

Any person who performs duties for the facility for which they receive no compensation.

Contractors:

Any person, partnership, corporation, association, or organization not in the employment of the treatment facility, who is performing all or part of those services under contract from the facility.

Community-Based Organization (CBO):

A community-based organization means a not-for-profit agency, institution, or organization that provides services and benefits to the diverse racial and ethnic minority population of the community which they serve, and which is administered by a board of directors that also reflects the diversity of their service area population. (*Washington State Department of Social and Health Services Administrative Policy No. 7.09*)

Chemical Dependency Professional (CDP):

A Chemical Dependency Professional (CDP) has a certificate from the Washington State Department of Health.

White/Caucasian (W):

A person with origins in any of the peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.

American Indian/Alaskan Native (I):

A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Black/African American (B):

A person with origins in any of the black racial groups of Africa who is not of Hispanic origin.

Asian/Pacific Islander (API):

A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. Includes China, Japan, Korea, Hawaii, Samoa, etc.

Hispanic (H):

A person of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin regardless of race.

Multilingual:

A person who reads, speaks, or writes a second language other than English (includes proficiency in American Sign Language).

Persons with Disabilities:

Persons with physical, mental or sensory impairments. The impairment must be permanent, meaning that it is seldom fully corrected by medical replacement, therapy, or surgery.

(NOTE: Alcohol and other drug addictions are considered disabilities for the purpose of this definition. Persons with disabilities may also include persons with communicable diseases, such as HIV/AIDS and Hepatitis.)

SUGGESTED JOB TITLES

Executive Director/Administrator
Assistant Director/Assistant Administrator
Attorney
Administrative Assistant
Staff Trainer
Bookkeeper
Adult Services
Collection Services
Intake Coordinator

Intake Specialist (not clerical)
Probation Assessment Officer
Social Worker

Clinical Supervisor
Counselor Supervisor
Chemical Dependency Professional
Chemical Dependency Professional Trainee
Vocational Counselor
Family Counselor
Recreational Therapist
Chaplain/Medicine Person

Dietitian
Kitchen Supervisor
Cook
Food Services Provider
Kitchen Helper/Dishwasher
Child Care Staff

Physician
Psychologist/Psychiatrist
Certified Physician's Assistant
Mental Health Professional
Certified Nurse Practitioner
Nursing Supervisor
Registered Nurse
Licensed Practical Nurse
Community Health Educator
Certified Nurse's Aide
Attendant Aid
Maintenance Supervisor
Maintenance Staff
Driver
Housekeeping Supervisor
Housekeeping



Please return completed survey by September 5, 2003, to:

Felix Rodriguez, Ph.D., Research Investigator
Division of Alcohol and Substance Abuse
P.O. Box 45330
Olympia, WA 98504-5330
(360) 438-8629, SCAN 585-8629
FAX# (360) 438-8057
E-mail: rodri@dsht.wa.gov

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Division of Alcohol and Substance Abuse
P.O. Box 45330
Olympia, WA 98504-5330
Phone (360) 438-8629
FAX (360) 438-8057

Page ____ of ____

Agency Name _____

DASA Certification ID# _____

FACILITY STAFFING FORM*

Please list each employee in your facility by:

Job Title <i>(List each employee by job title. Please refer to page 4 for suggested job titles.)</i>	Average Number of Hours Worked Per Week	Chemical Dependency Professional? <i>(Regardless of job title)</i>	Gender	Race/Ethnicity <i>(Please use these codes:)</i> W=White B=Black H=Hispanic I=Indian API=Asian O=Other	Disabled?	Multilingual? <i>(Includes American Sign Language)</i>	If Multilingual, Indicate Language(s)
		<i>Circle One</i>	<i>Circle One</i>		<i>Circle One</i>	<i>Circle One</i>	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	
		Y N	M F		Y N	Y N	

**Please return to STEP 3 on page 1 after completing the Facility Staffing Form.*

Comments: _____

